

# Title I Committee of Practitioners

Minutes for November 7, 2017

Approved April 9, 2018

## Members Present

Martha Anderson, Lane Cartwright, Shirley Clark, Marti Couch, Alex Dominguez, Brenda Faz-Villarreal, Cris Munoz, Mary Thomas, Nadine Wolfe, Jayne Tavenner, Pamela Evans, Jean Carrell, Laura Colangelo

## Members Absent

Alex Dominguez, Carrie Matthews

## Proxy Members Present

None

## TEA Staff Present

Cory Green, Anita Villarreal, Susan Patterson, LaNetra Guess, Roger Hingorani, Brenda Garcia, Cal Lopez, Didi Garcia

## Welcome from Shirley Clark

Shirley Clark called the meeting to order at 9:03.

## Previous Meeting Minutes

The minutes from the September 13, 2017 meeting of Committee of Practitioners were approved as written after a motion by Martha Anderson and a second by Lane Cartwright.

## Committee Discussion Items

### **Department of Contracts, Grants & Financial Administration – Cory Green, Associate Commissioner**

#### Introduction of New COP Members

- *Handout: Current COP Membership List*
- New - Pamela Evans, Houston ISD – Large Urban District
- New - Jean Carrell, Pittsburg ISD – CTE
- New - Laura Colangelo, TEPSAC – Private Schools
- New - Carrie Matthews, Holliday ISD – Title I Teacher
- Additional members will be added, including school board members, charter school members, and parents.
- Jayne Tavenner was recognized as the longest serving member of COP.

#### Department Changes

- Our department has been reorganized and renamed Contracts, Grants & Financial Administration because we have now added purchasing and contracts. We now have four divisions and the Title I ESSA unit composed of Anita Villarreal, LaNetra Guess, Susan Patterson plus Title I ESCs, Title I Capacity Building Initiative, and the Parent Involvement Initiative.

## Contracts and Procurement

- We will provide training and guidance on contracting with federal funds. We are currently developing training on procurement and contracts to present for the first time in December, and once it's refined we'll continue offering it. This should have a positive impact for LEAs.

## Hurricane Harvey Updates

- TEA has provided lots of guidance and assistance for LEAs impacted by Hurricane Harvey, and waiver requests to extend timelines for impacted LEAs have been submitted to USDE. We hope to have an answer within another month, and we expect approval. We will request eight additional waivers for flexibility and accountability, and TAA letters requesting public comment on them will be out soon. We hope to submit these to USDE before Thanksgiving.
- We received a Project Serve grant for two million dollars from USDE to provide assistance to LEAs and private schools impacted by Harvey in the areas of transportation costs, substitute staffing, and counseling/mental health. We are meeting with USDE next week to see how to get this to impacted LEAs quickly.
- We are finalizing the reallocation of ESSA funding so that as much as possible goes to assist LEAs impacted by Harvey for this year only. Title I Part A, Title I Part C, Title II, Title III, and Rural/Low Income are being considered. Final reallocation decisions will be based on whether program area funds will offer LEAs the assistance they really need.

## Testing of Title I, Part A Grant Expenditures – Roger Hingorani, Federal Fiscal Monitoring Division

- *Handout: Testing of Title I, Part A Expenditures*
- The objective of this monitoring is to determine whether the LEA obligated, expended, received, and utilized funds in accordance with applicable federal statutes and regulations and grant requirement to demonstrate compliance with applicable requirements.
- We will examine financial records including detailed general ledgers, payroll records, expenditure reports, and policies and procedures to assess the organization's internal controls, budgetary processes, and the use of program funds.
- The goal of these reviews is to assess the health of the LEA's system and to provide technical assistance to improve it.

## McKinney-Vento Homeless Program Updates – Cal Lopez, McKinney-Vento Homeless Education State Coordinator

- *Handout: McKinney-Vento Homeless Education ESSA Updates*
- Cal Lopez is the new State Coordinator since Kelly Kravitz moved into a Director position.
- The 2019-2021 grant cycle will be administered by TEA rather than Region 10.
- The handout includes many links to Hurricane Harvey resources and future trainings.
- The resources on the Region 10 website will remain there for now, as only the grant process is moving to TEA at this time.

## Equity Plan Process – Brenda Garcia, Manager for Educator Equity and Support

- 95% of Equity Plans across the state were submitted by the November 1 due date.
- Only 16 LEAs outside of the area impacted by Hurricane Harvey failed to submit, and this could impact their risk status.
- In January we'll meet with ESCs to gather input on how to improve the process, to highlight best practices they used to help LEAs with this, and to review exemplary plans.
- The Equity PR1500 is due November 15. We are also taking input from ESCs so that we can make improvements to this as well.

## **Title I, Part A Updates – Anita Villarreal, State Title I Director**

### Supplemental Funds Test

- *Handout: Schoolwide Programs – Funding and Accounting Decisions*
- LEAs must have a Supplemental Funds Test in place by December 2017 to meet ESSA requirements. Examples are provided in the handout.

### Toolkit Updates

- ESCs are working on training toolkits and have a good start on Comprehensive Needs Assessment, Federal Program Directors, and Parent and Family Engagement. The Campus Improvement Plan toolkit is on hold while we discuss some changes at TEA. The Commissioner wants to facilitate consolidation of all plans requested by TEA. Kara Belew and Cory Green are leading this project, starting with the Chapter 11 required plan. Anita will work with them as they see how to bring it all together so that this time next year we are training on this one plan. The process of transition will take some time. TEA is also looking at some flexibility on due dates in several areas to make this possible.

### National Distinguished Schools

- *Handout: National Title I Distinguished Schools*
- Trinidad Garza Early College High School in Dallas ISD and Project Chrysalis Middle School in Houston ISD will be honored as National Distinguished Schools at National Title I in February, and again on campus in the spring.
- This year selection was based totally on data. For next year, we will discuss improving the selection process with additional review using a simplified process that includes visits and verifications.

### ED Rescinded Title I Guidance

- *Handout: Regulatory Reform Task Force Status Report*
- USDE rescinded a number of items which are included on the handout. #77, Designing Schoolwide Programs, Non-Regulatory Guidance, 2006, was rescinded.

### 2018-2019 ESSA Consolidated Title I, Part A Proposed Changes

- *Handout: 2018-2019 ESSA Consolidated Application Revisions*

- The Recommended Use of Funds Guidance, Part 2, and PS3101 list of District Improvement Plan requirements, Part 3, contain proposed changes to the ESSA Consolidated Application. The LEA should be able to check each DIP item and provide supporting documentation upon request.
- TEA requests COP approval of the proposed changes.

#### Committee Action:

After questions and discussion, and a motion by Jayne Tavenner followed by a second from Martha Anderson, COP members unanimously approved the recommendation to incorporate the proposed changes into the 2018-2019 ESSA Consolidated Application.

### Private Nonprofit (PNP) Updates – LaNetra Guess, State Director for Private School Services

#### ESSA Title I COP Website

- The [TEA webpage for COP](#) contains a list of members, meeting dates, and minutes of meetings.

#### Update on PNP Equitable Services Workgroup Meeting

- The PNP Equitable Services Workgroup had a virtual meeting on October 10, 2017. Laura Colangelo presented PNP concerns due to Hurricane Harvey and mentioned a rolling application from the Laura Bush Foundation to rebuild libraries.
- If PNPs want to attend a conference with Title II funds, the LEA may pay only the proportion of the costs that fits Title II guidelines. TEA has submitted this issue to USDE for more guidance.
- Members discussed direct and indirect costs, and information is provided in the [FAQ](#).
- The next virtual meeting will be December 12.

#### LEAs Serving PNPs – Best Practices

- *Handout: Best Practice – Providing Equitable Services to Private Nonprofit Schools*
- ESCs have been asked to nominate LEAs who are incorporating best practices and strategies as they work with PNPs to consult, build relationships, increase student achievement, and help staff get support. The nomination forms are due December 1. Several LEAs will be highlighted in videos and on the Capacity Building website.

#### 2018-2019 ESSA Consolidated Application, PNP Schedule Proposed Changes

- *Handout: DRAFT PS3099 – Private School Services*
- 2018-2019 ESSA Consolidated Application PNP Schedule PS3099 DRAFT has proposed changes under Part 2: Equitable Services Calculations on lines 6-7.
- TEA requests committee approval of the proposed changes.

#### Committee Action:

After questions and discussion, and a motion by Mary Thomas followed by a second from Jayne Tavenner, COP members unanimously approved the recommendation to incorporate the proposed changes into the 2018-2019 ESSA Consolidated Application.

## **Program Updates – Susan Patterson, State Director for ESSA Accountability**

### **PR3001 Data Collection**

- *Handout: DRAFT PR3001*
- The PR3001 for data collection is divided into five sections to match the format of the 2017-2018 application. LEA SMART goals will be prefilled to match the application. LEAs will describe their progress toward the goal and expending at least 90% of the budgeted funds.
- TEA requests committee approval of the proposed report.

#### **Committee Action:**

After questions and discussion, and a motion by Marti Couch followed by a second from Pamela Evans, COP members unanimously approved the recommendation to accept the proposed 2017-2018 PR3001.

### **PS3001 Redesign**

- *Handout: DRAFT PS3001*
- The PS3001 DRAFT is simplified to provide a more flexible version in the 2018-2019 Consolidated Application. The content hasn't changed much, but the format will make it easier for LEAs to follow and better align with what happens on campuses. LEAs have asked for examples applying to small rural districts and pre-recorded modules about SMART goals, etc. TEA will work on these.
- TEA requests committee approval of the proposed changes.

#### **Committee Action:**

After questions and discussion, and a motion by Brenda Faz-Villarreal followed by a second from Mary Thomas, COP members unanimously approved the recommendation to incorporate the proposed changes into the 2018-2019 PS3001.

## **LEA Compliance Reports – Didi Garcia, TEA Standards and Support Services**

- *Handout: DRAFT PR1000*
- *Handout: DRAFT PR1200*
- *Handout: DRAFT PR2000*
- *Handout: DRAFT PR3099*
- LEA Compliance Reports are used to generate information that TEA reports to USDE as well as for TEA's desk top monitoring of Texas LEAs. LEA Compliance Reports will be due in late September 2018, later than the former reporting date.
- On the program area pages, PNP questions were removed since the PR3099 will collect PNP information on all program areas.
- Items were removed from individual program pages that USDE no longer requests.
- TEA requests committee approval of the proposed changes.

#### **Committee Action:**

After questions and discussion, and a motion by Pamela Evans followed by a second from Jean Carrell, COP members unanimously approved the recommendation to incorporate the proposed changes for the LEA Compliance Report.

[Adjourn:](#)

Shirley Clark adjourned the meeting at 12:11 p.m.

The next meeting of Committee of Practitioners will be at 9:00 a.m. on February 6, 2018, at American Institutes for Research (AIR).